Issues instructions regarding the Reconc ation of accounts of expenditure of the Departments with those of the Audit Office.

OFFICIAL MEMORANDUM.

O.M. No. FL. (B) 12742-842, DATED BANGALORE, THE 14TH DECEMBER 1953.

Reference is invited to the instructions contained in Government Order No. Fl. (B) 2508-87—Bud. 8-51-2, dated the 17th June 1952, wherein the Heads of Departments and Controlling Officers have been requested to maintain proper accounts in respect of expenditure incurred by their departments against grants authorised by the Legislature and to carry out timely reconciliation thereof with the accounts of the Accountant General, Mysore. Instances have again come to the notice of Government wherein action has not been taken by the Controlling Officers to maintain accounts and reconcile the differences in them for some reason or the other. Since no excuses can be accepted for failure to attend to these important functions by the Controlling Officers, Government would again impress upon them their personal responsibility for the proper maintenance of accounts and prompt reconciliation of differences and trust that there will be an improvement in the maintenance and reconciliation of accounts of the current year and onwards at least. Any further lapses in this behalf on the part of the officers concerned will be viewed seriously by Government.

N. MADHAVA RAO,
Secretary to Government,
Finance Department.

Reduction in the rate of daily allowance of officers treated as State Guests.

OFFICIAL MEMORANDUM.

O.M. No. FL. (B) 13297-397—C.R. 31-53-1, DATED BANGALORE, THE 23RD DECEMBER 1953.

A Government servant who avails himself of State hospitality should indicate the fact in his Travelling Allowance bill for the information of the countersigning authority and the Audit Officer. The object of this provision is to ensure that daily allowance is not drawn by them at full rates for the period in such cases.

It is the duty of a Government servant who is treated as a State Guest for any period during his official tours/deputation to give full particulars of the fact in his Travelling Allowance bills and to claim daily allowance for that period only at reduced rates as prescribed in Articles 551 and 552, Mysore Services Regulations.

The Accountant General, Mysore, Bangalore, has reported that as certificates or information to the effect that they were treated as State Guests have not been recorded by Government servants in any of the bills so far, it has not been possible for audit to regulate the claims of daily allowance according to the rules prescribed in the Mysore Services Regulations.

The suppression of any material information in this regard on the part of officers would be regarded as a breach of discipline and would render them liable to disciplinary action.

It is equally the responsibility of the Controlling Officer to ensure at the time the bills are countersigned by him that such information is not withheld. This applies also to cases where officers are provided with free Boarding and Lodging by Industrial Concerns as referred to in Note 2 to Article 552 of the Mysore Services Regulations.

N. MADHAVA RAO,
Secretary to Government,
Finance Department.